



# Community Engagement Coordinator

Location: Tigard, Oregon

## Position Summary:

We are OEA Choice Trust, the only organization solely dedicated to supporting the holistic well-being of Oregon public educators and we have an immediate opening for a full-time Community Engagement Coordinator to join our small and dynamic team.

This position will support education communities in addressing the critical connection between equity and well-being by centering the current needs and priorities of Oregon education employees who identify as Black, Indigenous, people of color (BIPOC), LGBTQA+, disabled, classified employees, and others who have been historically excluded from guiding decisions or norms that impact their well-being.

This position works closely with the Associate Director to identify the strategic intention and goals of each initiative, partnership, and event led by OEA Choice Trust, including regional conferences, affinity offerings, professional development with curated presenters, and resource dissemination. The Community Engagement Coordinator then leads the logistical planning and implementation of each initiative or convening. Events, conferences, and outreach activities require occasional, local, and over-night statewide travel.

## What we are looking for:

The ideal candidate for this position will have professional or lived experience connecting authentically with diverse communities, including metropolitan and rural communities. In addition, they will have an understanding of, and deep commitment to, diversity, equity, inclusion, justice and accessibility work, as well as trauma-informed practices.

They must be able to communicate clearly and effectively orally, in writing and with individuals and groups in-person and in virtual settings, and have proven experience in project management and event coordination. For a full list of required and preferred position qualifications, [please review our full job description here.](#)

## Compensation and Benefits:

The Community Engagement Coordinator is a full-time, exempt position with a starting salary range of \$56,000-67,000 at 37.5 hours per week. This position is also eligible for our impressive and holistic benefits package, including 100% employer-paid medical, vision, and dental insurance for employees and their families. Our retirement package includes a 401(k) plan with 6% employer match after 1 year, as well as generous employer paid contributions to a pension plan. Vacation, sick, and office closure over the year-end holidays are provided. We also offer an internal well-being program for our team.

This position is performed on a hybrid schedule, both remote and on-site in our spacious office located on a beautiful, wooded campus in Tigard.

## Who we are:

OEA Choice Trust partners with education communities to build cultures of well-being and health equity through community building, deep listening, strategic planning, and funding well-being programs shaped by the unique communities we serve. We acknowledge that well-being support is not the same for everyone, and that we must address systemic injustices to provide equitable access to support and resources, which is a crucial part of our work.

Our work has evolved since our founding and we find ourselves in a space of growth and exploration, including a brand refresh process to ensure our brand identity and everyday actions embody our future work and our deep commitment to equity.

---

## To Apply:

**Please read this information carefully. Incomplete applications will not be considered.**

Review the [full description](#) and if you do not meet all of the specified criteria but feel that you could learn and grow within this position, we encourage you to apply.

Once you have reviewed the full job description please submit:

- A cover letter explaining in detail your interest in working for OEA Choice Trust and how your skills and experience have prepared you to be effective in this position.
- A current resume.

**All applications must include both a cover letter and a resume.**

**[Submit an application.](#)**

**Our hiring process includes an initial screening of application materials, first interviews via Zoom, the completion of a position specific assignment, and a second interview in-person with multiple members of our team.**

This position will remain open until filled.

The Trust is committed to equal employment opportunity. The Trust will not discriminate against employees or applicants for employment on any legally recognized basis under local, state, or federal law. No employee will be retaliated against for raising concerns under this policy.

